

CHARTER COMMISSION

MINUTES FOR JANUARY 10, 2017

4:30 P.M. – ROOM 320 CITY HALL

A. Administrative Business

- a. Call Meeting to Order: The meeting of the Commission was held in Room 104 of City Hall and was called to order by President Vince Barry at approximately 4:32 p.m.
- b. Swearing in of re-appointed/new members: Val Langseth of the City Clerk's office was present to administer Oaths to the new and/or re-appointed commission members. President Vince Barry took a moment to have a short round table of introductions.
- c. Recording of Attendance: Present were commission members Kathy Meyerle, Jane Belau, Fred Suhler, Robert Haeussinger, Fran Bradley, Carol Kamper, Vince Barry, Kellie Mueller, Ray Schmitz, Dick Hall, Leigh Johnson and John Eckerman. Absent were commission members Stephanie Podulke, Dave Senjem, and Marcia Marcoux.
- c. Approval of Minutes: The minutes of November 15, 2016 were approved as submitted.
- d. Set Order of Agenda: President Barry set agenda as ordered.
- e. Communications:
 - Home Rule Charter Section 8.06;
 - Rochester Code of Ordinances Chapter 11

B. Open Comment Period: None

C. Committee Reports: None

D. Unfinished and Deferred Business: None

E. New Business:

- a. City Administrator Stevan Kvenvold and Asst. City Administrator Gary Neumann were present to discuss and answer questions on the duties of the City Administrator since Stevan's appointment as an assistant in 1970 and the city administrator in 1979. Stevan talked about his various job duties and how they have evolved over the years given his experience and influence. He suggested he works on the same level with the department heads with the additional authority over the council agenda duties, carrying out council directives, the evaluation of department heads and the creation of a recommended City budget. Stevan suggested the appointive authority language that is currently outlined in the city ordinances should be included in the Charter and also a statement that the city administrator has fiscal authority over City departments.

Leigh Johnson asked Kvenvold to clarify the definition between City Manager vs. City Administrator title. Kvenvold felt that the titles/roles are different in that a city manager has the ability to hire/fire anybody and the control is over all departments. A city administrator does not have that same authority. An administrator can recommend a hire/fire but the ultimate decision would be up to the City Council.

Assistant City Administrator Gary Neumann suggested there is a slight conflict with the Charter in terms of the duties between city administrator and mayor and in looking towards the future would like to see these roles be made more clear. He suggested the "general supervision and control of City departments" language would be better placed under the city administrator section than under the mayor section. He believes it would be appropriate to refer to it as budget authority and fiscal control over departments.

Stevan suggested that he would work with Dave Goslee and Gary Neumann and come back with suggested changes to make the mayor and city administrator sections more closely aligned with current City operations. The Commission felt that was a good suggestion and looked forward to reviewing that outline.

In closing, Stevan commented on other matters the Commission may be considering related to the common council and suggested:

- a) If councilmembers are to be provided staff, centralized staff support and not individual staff per council member should be provided;
- b) Adding more wards would not relieve the burden on councilmembers;
- c) Creating full-time politicians would not serve the citizens of Rochester well;
- d) Prohibiting current City employees from serving on the Council is an appropriate policy that should be continued.

After discussion the Commission thanked Stevan Kvenvold and Gary Neumann for their service to the City and for their time in speaking and providing their perspective. Bob Haeussinger moved to have David Goslee work with Kvenvold and Neumann to prepare proposed charter amendment language relative to the mayor and city administrator job duties. Kathy Meyerle suggested the motion should also cover inclusion of the appointive authority language currently in City ordinance which was accepted. Ray Schmitz seconded. Motion carried.

- b. Brief discussion was held on terminology contained in the mayor section of the Charter. Consensus was to focus on the proposed language for the administrator's position and consider the mayor's duties based on recommended changes.

F. Other business:

The Commission wanted to move this along in a timely manner and asked for a meeting to be held February 15, 2017.

- G. Adjourn: The meeting was adjourned at 5:55 p.m. The next scheduled meeting will be held on February 15, 2017 at 4:30 p.m. in conference room 104.